

MILWAUKEE COUNTY CHECKLIST TO GET DIVORCE PRETRIAL DATE DEFAULT OR CONTESTED DIVORCE/SEPARATION

This checklist is to be used if there are **ANY** contested issues or if the parties **DID NOT BOTH** sign the Marital Settlement Agreement, **UNLESS** service was by publication. If both parties signed the Marital Settlement Agreement OR service was by publication, use the Stipulated Checklist

1. **Proof of Service** – Affidavit of Service from Sheriff or Process Server (*original only*)
2. **Request for Pretrial** (formerly Certificate of Compliance) (*original only*)
3. **Financial Disclosure Sheet** – for petitioner, fully completed (*original and two copies*)
4. **Proposed Marital Settlement Order** – (*original and three copies*)
5. **Parent Education Completion Certificate** – if minor children (*original or copy only*)
6. **Interim Financial Statement Form** – if child support or maintenance payments are to be paid (*self copying original only*)
7. **Order For Pretrial/Order to Appear** (*self copying original only*)
8. **Affidavit of Non – Military Service** – Notarized (*original only*)
9. **Certificate of Divorce (AKA Vital Stats Form)** – Use black ink or typewriter only, NO mistakes, NO whiteout, NO crossouts, NO Xerox form (*original only*)
10. **Findings of Fact, Conclusions of Law, Judgment of Divorce** – fill in completely, including location (Milwaukee County Courthouse, Milwaukee, Wisconsin) (*original and two copies*)
11. **Two large (8 ½ by 11) envelopes** – one addressed to each party with 4 postage stamps on EACH envelope. Envelopes with stamps may be purchased in **307A (Legal Resource Center)**
12. **\$5.00** – money order or cashier’s check payable to “Clerk of Circuit Court.” No cash. No personal checks. **FEE WAIVER DOES NOT APPLY**

All these documents, with correct number of copies, should be taken to Judge’s clerk in Room _____

When given an order to appear, **THE ORDER TO APPEAR MUST BE SERVED JUST LIKE THE ORIGINAL DOCUMENTS.** If you had a fee waiver for service, a new fee waiver must be completed and approved in Room 609. ***Bring your proof of service of the Order to Appear to your court hearing.***